

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

May 11, 2016

**SUBJECT:** VARIOUS DEPARTMENT MANUAL SECTIONS PERTAINING TO OFFICIAL TRAVEL BY DEPARTMENT EMPLOYEES – REVISED; TRAVEL AWARDS – DELETED; CONVENTION REPORTS – DELETED AND, TIMEKEEPING PROCEDURES FOR EMPLOYEES ON TRAVEL ASSIGNMENTS – DELETED

**PURPOSE:** This Order revises various Department Manual sections pertaining to official travel by Department employees, in order to simplify the approval process and clarify policies and procedures required for obtaining approval for different types of Department travel. This Order also deletes Department Manual Sections 3/390.75, *Travel Awards*, 3/390.81, *Convention Reports*, and 3/390.89, *Timekeeping Procedures for Employees on Travel Assignments*.

**PROCEDURE:** Attached are the revised Department Manual Sections 3/390.01, *Travel – Defined*; 3/390.17, *Travel Authority – Requests*; 3/390.20, *Travel Authority Request for Non-Investigative Travel*; 3/390.25, *Budgeted Travel*; 3/390.33, *Budgeted Investigative Travel*; 3/390.35, *Foreign Travel*; 3/390.37, *Emergency Investigative Travel Fund*; 3/390.41, *Non-Budgeted Travel*; 3/390.49, *Travel Requiring No Expenditure of City Funds*; 3/390.57, *Determining Mode of Transportation*; 3/390.65, *Interrupted or Indirect Travel*; and 3/390.73, *Expenses Incurred on Travel Assignment*, with revisions indicated in italics.

**AMENDMENTS:** This Order amends Sections 3/390.01, 3/390.17, 3/390.20, 3/390.25, 3/390.33, 3/390.35, 3/390.37, 3/390.41, 3/390.49, 3/390.57, 3/390.65, and 3/390.73 of the Department Manual. This Order also deletes Department Manual Sections 3/390.75, 3/390.81, and 3/390.89.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachment

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**DEPARTMENT MANUAL**  
**VOLUME III**  
**Revised by Special Order No. 10, 2016**

**390. OFFICIAL TRAVEL BY DEPARTMENT EMPLOYEES.**

**390.01 TRAVEL – DEFINED.** Travel by Department employees is defined as a business trip or attendance at a convention or business meeting which:

- Has a public, municipal purpose, the aims of which are reasonably calculated to aid the Department in the attainment of its objectives;
- Requires expenses for transportation to *a location farther than 50 miles both from the employee's place of assignment or primary residence*;
- Requires expenses for overnight lodging and meals; *and*,
- *Has been authorized.*

Types of travel have been defined by the City Administrative Officer as follows:

**Conventions.** A convention is defined as a regularly recurring conference of the membership of a professional, technical, fraternal, or other organization in which the subject matter **broadly** relates to Department operations.

**Business Meetings.** A business meeting is defined as an advisory committee session or other gathering in which the subject matter is of specific concern to Department operations.

**Note:** This definition includes, but is not limited to, training activities, conferences, panels, seminars, or workshops on specific City problems; and, appearance before judicial, quasi-judicial, or legislative bodies.

**Business Trips.** A business trip is defined as travel for other than a convention or business meeting, the purpose of which is of immediate concern to Department operations.

**Note:** This definition includes investigative travel (e.g., criminal investigations, extraditions, and personnel investigations) and operations travel (e.g., recruiting, real estate and grant negotiations, and the observation of activities of other law enforcement agencies).

**Short Term Travel.** Short *term* travel is defined as:

- Not requiring prolonged absence (less than 24 hours travel time);
- The point of destination is outside the Los Angeles County area; and,
- It requires more than eight hours to complete a round trip to the point of destination from the employee's place of assignment.

**Exception:** Any Department employee or entity participating in any Department affiliated overnight activity involving any juvenile(s) shall comply with the *Director, Office of Special Operations (OSO)*, rules and guidelines for such activity. This includes all Youth Program Overnight Outings with juvenile participants. Written approval for the activity is required from the Area commanding officer, bureau commanding officer, and the *Director, OSO*. The written request shall include:



**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 10, 2016**

- The purpose of the trip;
- The identity of all participants including adults providing supervision;
- The destination and method of travel in detail;
- The source of funds and amount to be spent on the trip;
- The accounting procedures; and,
- Insurance guarantees.

***Note:** Generally, Youth Program Overnight Outings with juvenile participants are prohibited due to overtime and other personnel issues.*

**390.17 TRAVEL AUTHORITY – REQUESTS.** All requests for non-investigative travel, such as a business meeting or convention, shall be *submitted by completing the Request for Travel Authority, Form 15.72.00.*

All requests for investigative travel shall be submitted on a Request for Investigative Travel, Form 15.70.00.

**390.20 TRAVEL AUTHORITY REQUEST FOR NON-INVESTIGATIVE TRAVEL.**

When Department personnel *(with the exception of the Chief of Police and the Direct Reports)* are required to travel out of the City limits *but within the United States* for training purposes or situations requiring an overnight stay, a travel authority request shall be completed and forwarded through the appropriate channels to the *Commanding Officer, Police Sciences and Training Bureau.* All travel by the *Direct Reports* must be approved by the *Chief of Police.* Requests for travel by the *Chief of Police* must be approved by the *Board of Police Commissioners.* Requests for international travel shall be completed and forwarded through the appropriate channels to the Office of the Chief of Police. All requests shall be submitted at least 45 calendar days prior to the date of departure.

**Exception:** A travel authority is not required if an employee is traveling within Los Angeles County, and has been assigned by a training order, and will not receive a reimbursement for expenses.

**390.25 BUDGETED TRAVEL.** Budgeted travel is travel for which funds *under City control* have been appropriated in anticipation of a particular event requiring a trip. Employees shall request authorization for all budgeted travel, ***other than investigative and extradition,*** in accordance with the requirement of the specific funding source as follows:

**Revolving Training Fund.** The Revolving Training Fund (*RTF*) was *amended* by City Ordinance No. 174756. The purpose of the fund shall be for the receipt, retention and disbursement of monies received from the California Commission on Peace Officer Standards and Training (POST) reimbursements and special service fees for the training of members of outside agencies by members of the Los Angeles Police Department (LAPD). Monies shall be expended for the payment of travel and expenses related to POST and non-POST-certified training, including tuition reimbursement.

**Note:** This fund is *administered* by Training Division (TD). Fiscal Operations Division (FOD) *processes payment from the fund.*

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 10, 2016**

Employees shall not attend RTF-funded training unless prior written approval is obtained from TD. The Commanding Officer, TD, will determine the appropriateness of training, mode of transportation, *relevant associated costs* and whether funding is available in accordance with City policy. Policy requires that employees submit a Request for Travel Authority, *Form 15.72.00*, prior to attending the training. The *Request for Travel Authority* shall be forwarded in the following order: the employee's commanding officer, the bureau commanding officer, and the Commanding Officer, TD. Approval by the employee's commanding officer does not guarantee the requested training will be approved or that funding is available.

**Note:** Training coordinators facilitating travel authority approval shall ensure that all training requests are approved and signed by their bureaus and received by TD at least 45 calendar days prior to the start date of the travel.

**Note:** Commanding officers are requested to limit the number of employees attending a training course. A *Request for Travel Authority* listing more than two employees will be denied unless there is a critical operational need to send more than two employees. The justification of that need shall be stated on the travel request.

**Forfeited Assets Trust Fund (Includes *the Supplemental Police Account* and *the Chief's Discretionary Travel Fund*).**

The Forfeited Assets Trust Fund, includes *Supplemental Police Account* (SPA) monies. Travel using SPA funds is limited to specific Department entities with travel funds allocated in the SPA accounts *in accordance with federal regulations*.

The Chief's Discretionary *Travel Fund* requires *travelers* to submit a Request for Travel Authority with justification to the Office of the Chief of Police for approval prior to travel.

**Special Fund and Grant Fund.** These funds are designed for specific usage which is spelled out in the specific grant award(s) and/or specific funding requirements. Approval by the grant administrator is required prior to the travel. *All travels using special funds must still comply with established City guidelines.*

**390.33 BUDGETED INVESTIGATIVE TRAVEL.** All requests for investigative travel shall be submitted on the Request for Investigative Travel, *Form 15.70.00*, and forwarded through the employee's commanding officer to the bureau commanding officer for approval. Upon approval, the bureau commanding officer shall forward the approved request to Fiscal Operations Division (FOD).

**Note:** Employees assigned to entities within the *Office of the Chief of Staff*, shall submit the Request for Investigative Travel through the employee's commanding officer to the Chief of Staff. Upon approval, the Chief of Staff shall forward the request to FOD.

Employees assigned to the *Office of Constitutional Policing and Policy (OCP)* or Counter-Terrorism and Special Operations Bureau (CTSOB) shall submit their request through the employee's commanding officer to the *Director, OCP, or the Commanding Officer, CTSOB, for approval and sent to FOD.*



**DEPARTMENT MANUAL**  
**VOLUME III**  
**Revised by Special Order No. 10, 2016**

Requests for travel funds on a *District Attorney's Authorization for Out-of-State Extradition (Agent's Nomination Form)* shall be submitted to the officer's commanding officer for approval. The request shall then be forwarded directly to *FOD* prior to the date of the employee's departure.

**Return from Budgeted Investigative Travel.** An officer returning from travel which is funded by *FOD* administered accounts shall within five *business* days, submit to his/her bureau commanding officer a Personal Expense Statement, Form General 16. An officer returning from *extradition related* travel shall, within five *business* days, personally furnish *Travel and Revenue Unit, FOD*, with the information necessary for the *Travel and Revenue Section* to complete a *Personal Expense Statement* and the State of California Reimbursement Form.

**Exception:** Divisions conducting specialized investigations not funded by *FOD* administered accounts are not required to comply with the provisions of this section.

When approving requests, bureau commanding officers and their equivalents should use current Department *travel guidelines based on annually updated Federal rates. Current rates are available to assist travelers on the Local Area Network located under Fiscal Operations/Travel Policies/Maximum Lodging Rates, or at the Federal website: [www.gsa.gov](http://www.gsa.gov).*

Any deviation from the standard rates shall be explained by the submitting officer on an Employee's Report, Form 15.07.00, prior to providing the personal expense information to *FOD*.

### **390.35 FOREIGN TRAVEL.**

**Investigating Officer's Responsibilities.** When an investigating officer is required to conduct an investigation outside of the United States, he/she shall contact the Foreign Prosecution/Interpol Liaison Unit (FPLU), *Gang and Narcotics Division (GND)*, prior to completing a Request for Investigative Travel, Form 15.70.00. The investigating officer shall be guided by the advice of the FPLU.

**Gang and Narcotics Division's Responsibilities.** *Gang and Narcotics Division* shall provide an investigating officer any advice which may be pertinent for the country to which he/she is traveling. In addition, FPLU shall establish and maintain a Foreign Advisory Travel Log.

**390.37 EMERGENCY INVESTIGATIVE TRAVEL FUND.** The Emergency Investigative Travel Fund is administered under the control of the Commanding Officer (*CO*), *Real-Time Analysis and Critical Response (RACR) Division*. The fund may be used when:

- The travel would normally be funded from the Investigative Travel Account;
- Fiscal Operations Division (*FOD*) is closed and will not be open in time to obtain advanced funds prior to the detective's departure;
- Immediate in-person investigation is essential and in the Department's best interest; and,
- The use of the fund is approved by the *CO* and a staff officer from the bureau to which the requesting detective is assigned. Approval of a staff officer from the *Office of the Chief of Staff* shall be required for personnel assigned to Major Crimes Division, *Detective Support and Vice Division*, and Internal Affairs Group.

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 10, 2016**

**Note:** If no staff officer is available, the *CO, Detective Bureau*, shall be contacted through *RACR* for approval.

When a detective needs access to the Emergency Investigative Travel Fund, the detective shall complete a Request for Investigative Travel, Form 15.70.00; obtain approval for the travel request from his/her commanding officer and the appropriate staff officer; and, present the travel request to *RACR*. Upon returning from the trip, the detective shall *return* to *FOD* any unused portion of the money disbursed to him/her from the fund, along with the appropriate receipts and expense reports (*Department Manual Section 3/390.73*).

Upon receiving an approved travel request, the Watch Commander, *RACR*, shall review the request for completeness; verify the use of the fund with the approving staff officer, if necessary; disburse the necessary amount to the requesting detective; ensure that the detective receiving the funds signs a City of Los Angeles Receipt, Form General 30, acknowledging receipt; give the detective one copy of the receipt and keep one copy of the receipt for *RACR* records; and, ensure that, on the next business day, the travel request and original copy of the City of Los Angeles Receipt, Form General 30, are delivered to *FOD*.

**Note:** The *CO, RACR Division*, shall ensure that proper records are maintained to account for fund activity. The records shall be retained for a minimum of one year.

The *CO, FOD*, shall ensure that the fund is reimbursed upon receipt of the *Request for Travel Authority, Form 15.72.00, and the City of Los Angeles Receipt*.

### **390.41 NON-BUDGETED TRAVEL.**

**City General Fund Rule 6 Travel.** The *Rule 6 travel authority approval is required for non-budgeted travel*. Employees are required to submit an Intradepartmental Correspondence, Form 15.02.00, addressed to the Commanding Officer, *FOD*, when requesting this type of travel.

Non-budgeted travel is travel requiring a deviation from the City Administrative Officer's Approved Travel List. A deviation from the City Administrative Officer Approved Travel List can require a transfer of funds between Department accounts, an appropriation of funds, use of funds budgeted for another trip, or an increase or decrease in the number of employees budgeted for the trip. Employees shall request authorization for non-budgeted travel in accordance with the following procedures:

#### **Conventions:**

- When practicable, requests shall be submitted 60 *calendar* days prior to the date of departure. Such requests *may* require approval by the City Council and the Mayor;
- The source of funds shall be determined prior to submitting requests. Information on financing may be obtained telephonically from the *Commanding Officer (CO), Fiscal Operations Division (FOD) or his/her designee; and,*



**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 10, 2016**

- Requests shall be forwarded to, and reviewed by, the *CO, FOD or his/her designee*, who shall prepare a Request for Adjustment of *Appropriation of Funds*, Form General 104, to provide for either an appropriation, transfer, or reallocation of budgetary funds. The request and attached forms shall be returned to the requesting employee.

**Business Meetings or Business Trips:**

- When practicable, requests shall be submitted *45 calendar* days prior to the date of departure and forwarded through channels to the bureau to which the requesting employees *are* assigned;
- The *CO* of the *concerned* bureau shall review requests and, upon approval, forward them to *FOD*;
- The *CO, FOD, or his/her designee*, shall review requests as to the availability of funds only, and forward the requests to the Chief of Police *or his/her designee* for approval; and,
- One copy of all requests approved by the Chief of Police *or his/her designee* shall be forwarded to the *CO, FOD*.

**390.49 TRAVEL REQUIRING NO EXPENDITURE OF CITY FUNDS.** Requests for travel requiring no expenditure of City funds shall be submitted *30 calendar* days prior to the date of departure in accordance with *the* following procedures:

**Travel Financed by Another Governmental Agency or Private Institution.** Requests for travel financed by another governmental agency (except under Board-approved grants), an educational institution, private industry, or a private organization, when such travel is required and is necessary in the performance of legally assigned duties, shall be forwarded through channels to the *CO, Police Sciences and Training Bureau (PSTB)*, for approval.

**Court Proceedings.** An employee subpoenaed by the prosecuting agency of another jurisdiction in a criminal proceeding where the other jurisdiction is paying all costs associated with the trip, shall complete a Request for Investigative Travel, Form 15.70.00, and forward it through the employee's bureau commanding officer or bureau equivalent for approval. Upon approval, the approved request shall be forwarded to Fiscal Operations Division.

**Note:** The financing of such travel shall not create obligations, expressed or implied, between the City or the Department and the financing agency.

**Travel in Connection with Management Development Programs.** Requests for travel in connection with management development programs such as the *Federal Bureau of Investigation* National Academy require the approval of the *CO, PSTB*.

**Travel Financed by Peace Officers' Associations.** Requests for travel financed by non-profit professional peace officers' associations which are established primarily to improve methods and procedures in law enforcement shall be forwarded through channels to the *CO, PSTB*, for approval.

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 10, 2016**

**Travel Financed by a Grant.** Requests for travel financed by a proper grant in aid as provided by law shall be coordinated through the Grants *Section*, Information Technology Bureau, and forwarded through the requestor's chain of command to the *Director, Office of Administrative Services*, for review. Requests will then be forwarded to the *CO, PSTB*, for approval.

**Travel Reimbursed by the Commission on Peace Officer Standards and Training.** A request for travel that is reimbursable by the Commission on Peace Officer Standards and Training (*POST*) shall be forwarded on an Intradepartmental Correspondence, Form 15.02.00, from the requesting employee's *CO* to the *CO, Training Division*. Such requests shall be submitted 45 *calendar* days prior (or as soon as the notice is received) to the date of departure, and shall contain the course description as well as the justification for the employee's attendance. Training Division shall be responsible for forwarding the request for reimbursement to the *CO, PSTB*.

**Note:** Failure to adhere to these procedures may result in a denial of the request or the Department's refusal to pay for a course which was attended without appropriate authorization.

**390.57 DETERMINING MODE OF TRANSPORTATION.** *All travelers shall utilize the City authorized business travel service provider for all City business-related travel.* The mode of transportation to be utilized shall be determined in the following manner:

**City Vehicle – Commercial Airline.** Employees who are entitled to transportation at City expense normally shall travel by City vehicle. Use of City vehicles for travel shall be approved by the employee's commanding officer. *The traveling employee shall fill up the City vehicle at the City fuel pump facilities or request City gas cards for the trip.* However, if the total cost of using the City vehicle, the traveling employee's salary, and per diem expenses exceeds the total cost of airfare, salary, a rented vehicle, and per diem expenses, commercial airline shall be used. Employees traveling by commercial airline shall use "air coach" or similar accommodations.

**Exception:** Commercial airline normally shall not be used while transporting shackled prisoners, except by special arrangement with the airline.

**Personal Automobile.** Requests for the utilization of personal vehicles for travel assignments shall be submitted on an Intradepartmental Correspondence, Form 15.02.00, and forwarded through channels to the *CO, PSTB*, for approval. Such requests shall be made only when prior permission for a leave *en route* has been obtained, when no other mode of transportation is available or practical, *including a City vehicle*, or when in the best interest of the City. Any extenuating circumstances shall be thoroughly explained on the Intradepartmental Correspondence to the *CO, PSTB*. The employee using a personal automobile shall be reimbursed if the following guidelines are followed:

- At the employee's own expense, obtain liability insurance covering the full use and operation of the personal vehicle. The limits on liability shall not be less than \$25,000 in the case of injury or death of one person, and \$50,000 in the case of injury to or death of more than one person, and in the case of property damage, not less than \$5,000 in any one accident; and,



**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 10, 2016**

- Submit the insurance policy to the *employee's* immediate *CO* in the form of a Certificate of Insurance **prior to departure.**

**Note:** The guidelines are delineated from the City of Los Angeles Administrative Code, Section 4.232, *Insurance Required.*

**390.65 INTERRUPTED OR INDIRECT TRAVEL.**

**Illness or Injury.** A Department employee who becomes ill or injured and is unable to continue a travel assignment shall:

- Obtain competent medical attention; *and,*
- Notify his/her commanding officer as soon as practicable.

**Leave En route.** An employee who, for personal reasons, desires an interruption of travel or deviation from the direct route shall adhere to the following procedures:

- The leave en route shall be included in the *Request for Travel Authority, Form 15.72.00,* for Department approval;
- *All* expenses shall not exceed those which would have been incurred during uninterrupted travel;
- The leave en route shall be at the employee's own expense;
- The actual time involved in the leave en route shall be off-duty time;
- City vehicles shall not be used during a leave en route;
- *If the employee travels by air, they must submit a printed cost statement quoted by the City Travel Agent at the time of the reservation showing the cost of the most economical direct travel for the dates of official business; and,*
- *If there is an interruption or deviation from the direct travel route due to personal reasons, any additional costs incurred will be at the employee's own expense.*

**390.73 EXPENSES INCURRED ON TRAVEL ASSIGNMENT.** All travel, including, but not limited to, General Fund, Special Fund and Grants *Fund* is subject to the City's reporting requirements.

**Per Diem Expenses.** Per diem expenses for lodging and food are allowable at a rate established by the *United States General Services Administration (GSA).* Employees spending travel funds shall be guided by the *maximum reimbursable rate as set forth on the Lodging, Meals, and Incidental Rate by City which is accessible on the Department's Local Area Network via FOD, Travel and Revenue Section, Maximum Lodging Per-Diem Rates.*

*The City is using the federal destination per diem rates (for the month of travel) as the maximum rates for reimbursements on lodging, Meals and Incidental Expenses (M&IE). The destination per diem rates travelers should use are as follows:*

- *United States General Services Administration for travel within the Continental United States. Rates are available at [www.gsa.gov](http://www.gsa.gov);*

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 10, 2016**

- *Department of Defense for travel outside the Continental United States such as Hawaii and Alaska. See [www.defensetravel.dod.mil/index.cfm](http://www.defensetravel.dod.mil/index.cfm); and,*
- *State Department for travel to foreign countries. Rates are available at [www.aoprals.state.gov](http://www.aoprals.state.gov).*

***Note:** These rates may change on October 1<sup>st</sup> of each calendar year. Regardless of when the employee obtained the most current rate, if there is a fluctuation in the rate, the employee will be reimbursed the most current rate.*

***Lodging/Hotel.** Lodging is for single occupancy standard rooms and generally, stay should be limited to the actual dates of the meeting/conference.*

***Meals and Incidental Expenses.** No per diem meal or any fraction thereof, is allowable unless an overnight stay is required and incurred during the travel.*

**Reporting Expenses.** An employee is responsible for providing a completed Personal Expense Statement (*PES*), City Form General 16, approved by a supervisor, as specified in the Travel Per Diem Guidelines within 10 calendar days after concluding a travel assignment.

***Note:** The PES requires approval of the commanding officer, his or her designee, or an authorized supervisor who is at least one rank higher than the traveler. A PES prepared by an employee of the rank of Commander or below shall be signed by the employee's supervisor. A PES prepared by a deputy chief or an assistant chief shall be signed by the Chief of Police or his/her designee. The PES shall be supported by receipts for transportation, lodging and other miscellaneous expenditures. Receipts for meals are not necessary. The PES with attached receipts and approved by a supervisor, shall be forwarded for reimbursement as follows:*

- *Original PES with original signatures and all supporting documents shall be forwarded to the Travel and Revenue Unit, FOD;*
- *Employees should make copies of all documents for their personal retention;*
- *Employees who are returning from investigative or extradition-related travel shall submit their PES information in accordance with Department Manual Section 3/390.33; and,*
- *The Commanding Officer, FOD, shall be the approving authority for each PES within the Department. The City Controller's Office has the final approval authority for each PES.*

**Unused Travel Expenses.** Unused travel funds shall be returned to *FOD*, by cash or check made payable to the City of Los Angeles, within 10 calendar days following completion of the employee's travel.